



CMVOST Grant Checklist

Workforce/Community Ed Dept

CMVOST Grant Checklist

☐ **1. DD-214**

Please make sure document is legible.

No photos will be accepted.

If you are applying for a family member the last names must match otherwise you will need to submit a birth certificate of the participant and the veteran that shows the relation.

OR **NA Form 13038/ Certification of Military Service**

☐ **2. Letter-of-Intent to Hire from an Employer**

☐ Official company letterhead, contact information, etc.

☐ **3. Must meet minimum requirements:**

a. Drug screening (including marijuana)

b. Pass a ODOT physical

☐ **4. Meet with a Career Services Center staff member to update your resume**

☐ **5. Submit all documents to Denise Martinez via one of the methods below:**

-Must be scanned as a PDF to ce@klamathcc.edu

- Fax 541-880-2243

- Drop-off in grey metal box in Building 8, room 821